

## **EDITED TASK LISTING**

### **CLASS: SUPERVISOR OF VOCATIONAL INSTRUCTION**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Supervises vocational instructors in a correctional institution to ensure quality instruction, safety and security, to provide guidance and direction, assign trade related and other duties, and ensure performance standards are met utilizing various resources (e.g., Departmental Operations Manual (DOM), California Code of Regulations (CCR), Title 15, California Commission on Teacher Credentialing (CTC), State Personnel Board (SPB) guidelines, laws, rules, regulations, collective bargaining, communication skills, professional knowledge, etc.) on a continuous basis.
2.	Evaluates work performance and provides feedback to vocational instructors in a correctional institution to ensure performance objectives are met by direct observation, shop visitations, compliance review audits (e.g., inmate timekeeping, student progress reports, tool control, hazardous materials, shop safety, related training and literacy instruction, Trade Advisory Committee (TAC), etc.) utilizing various resources (e.g., Departmental Operations Manual (DOM), California Code of Regulations (CCR), Title 15, State Personnel Board (SPB) guidelines, laws, rules, regulations, collective bargaining, communication skills, professional knowledge, etc.) on a continuous basis.
3.	Resolves educational and administrative issues involved in the supervision of the work of vocational instructors and students in the vocational instruction program to ensure the Department's mission regarding vocational instruction program goals and objectives are met utilizing various resources (e.g., Departmental Operations Manual (DOM), California Code of Regulations (CCR), Title 15, State Personnel Board (SPB) guidelines, laws, rules, regulations, collective bargaining, communication skills, professional knowledge, etc.) on a continuous basis.
4.	Assists in planning and developing vocational curricula suited to the needs and aptitudes of students to provide entry level employment and life skills and ensure compliance with Education and Inmate Program Unit (EIPU) and Inmate Literacy Act mandates utilizing various resources (e.g. Departmentally approved curriculum frameworks, Employment Development job market analysis, the Test of Adult Basic Education (TABE), court mandates, TAC, Curriculum Advisory Committee (CAC), internet, etc.) on a continuous basis.
5.	Assists in coordinating the vocational instruction program with other institution activities to ensure all necessary tasks are scheduled and completed in a timely manner, obtain and provide information, provide direction to staff, ensure compliance with departmental procedures, and establish cost savings through cost avoidance utilizing various resources (e.g. DOM, policies, procedures, professional knowledge, communication skills, etc.) on a continuous basis.

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<b>6.</b>	Cooperates with the Supervisor of Academic Instruction (Correctional Facility) to correlate the academic and vocational instruction programs and ensure the Department's mission, program goals and objectives are met utilizing various resources (e.g., TABE, General Education Diploma (GED), CAC, Departmentally approved curriculum frameworks, communication skills, professional knowledge etc.) as needed.
<b>7.</b>	Recommends the adoption of vocational textbooks and the development of teaching methods and procedures to provide information and to ensure compliance with the Department's mission, program goals and objectives utilizing various resources (e.g. curriculum frameworks, classroom observation, TABE, GED, professional knowledge, communication skills, internet etc.) on a continuous basis.
<b>8.</b>	Counsels students as to the proper vocational course of study to provide information, ensure entry level employment, life skills and completion of GED or high school utilizing various resources (e.g., curriculum, aptitude tests, GED, completion of high school competency test, student education records, TABE, professional knowledge, communication skills, etc.) as needed.
<b>9.</b>	Assists instructors with problems relating to student discipline and instruction in order to provide information, support for instructors, and to ensure a positive, safe learning environment utilizing various resources (e.g., in-service training, on-the-job training, CCR Title 15, DOM, communication skills, professional knowledge, etc.) on a continuous basis.
<b>10.</b>	Assists instructors in planning and conducting TAC meetings in order to provide information, support for instructors to improve student performance, maintain current industry standards, qualify for Federal funding, and make recommendations for equipment and training utilizing various resources (e.g., DOM, Vocational Technology Education Act (VTEA), TAC, EIPU, professional knowledge, communication skills, etc.) on a quarterly basis.
<b>11.</b>	Confers with educators in other school systems, trade schools, and Regional Occupational Programs (ROP) to obtain and provide information, assist instructors in improving instructional techniques, program enhancement, and instructor recruitment utilizing various resources (e.g., professional knowledge, communication skills, trade journals, internet/intranet, etc.) on a continuous basis.
<b>12.</b>	Approves attendance of instructors to trade related conferences, workshops, trade shows, and courses of instruction within budget constraints to ensure program goals and objectives are met, obtain and provide information to enhance instructors' professional growth utilizing various resources (e.g., VTEA funds, TAC recommendations, CTC mandates, EIPU, instructor's suggestions, DOM, internet, etc.) on a continuous basis.

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<b>13.</b>	Approves program related expenditures within budget constraints for school equipment and supplies in order to assist instructors, to sustain and enhance vocational programming and meet industry standards utilizing various resources (e.g., TAC recommendations, DOM, VTEA, annual operating budget, EIPU, instructor's suggestions, internet, etc.) on a continuous basis.
<b>14.</b>	Maintains accurate records in order to provide information for historical data, documentation, and management systems (e.g., supervisory files, budget tracking systems, credential files, etc.) utilizing various resources (e.g., VTEA, DOM, laws, policies, procedures, etc.) on a continuous basis.
<b>15.</b>	Prepares various written documents (e.g., inmate appeals, reports, memoranda, correspondence, studies, proposals, operational procedures, etc.) to request and/or provide information to others utilizing various resources (e.g., professional knowledge, intranet/internet, DOM, laws, etc.) on a continuous basis.
<b>16.</b>	Maintains order and supervises the conduct of persons committed to the Department of Corrections (CDC) in order to maintain safety and security of instructors and inmates, security of work areas and materials, to prevent escapes, or injury by inmates to themselves, others, or to property and to ensure compliance with various laws, regulations, policies, procedures, etc. utilizing various resources (e.g., DOM, CCR Title 15, laws, regulations, policies, procedures, interpersonal skills, correctional awareness of the surroundings, various alarm systems, etc.) on a continuous basis.
<b>17.</b>	Inspects shop areas to ensure compliance with mandated safety regulations and to identify and confiscate contraband (e.g., weapons, illegal drugs, alcohol, money, etc.) by clothed/unclothed body searches, visual inspection of grounds, program areas, and inmate's personal possessions (e.g., clothing, desks, lockers, etc.) utilizing various resources (e.g., custody staff, instructors, laws, policies, procedures, CCR Title 15, DOM, California Occupational Safety Hazard Administration, Hazardous Materials Specialist, etc.) on a continuous basis.
<b>18.</b>	Coordinates community projects in order to provide viable training to students and service to the community utilizing various resources (e.g., Penal Code, DOM, quarterly report, Community Resource Manager (CRM), professional knowledge, communication skills, etc.) as needed.
<b>19.</b>	Coordinates employee services in order to provide viable training to students utilizing various resources (e.g., Penal Code, DOM, professional knowledge, communication skills, curriculum frameworks, etc.) as needed.